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ABSTRACT

Term selection methodology used in the Subject Access Project is outlined in this manual. This project was designed to demonstrate how a card catalog in machine-readable form can be augmented to allow greater subject access to the information content of a library collection. Rules and regulations for selecting words from indexes and contents pages to supplement Library of Congress classification, subject headings, and title words are intended to insure selection of significant subjects and useful search terms. Procedures are presented for determining the usability of contents pages, selection of entries from the contents pages, and selection of entries from the index. Following these rules, words and phrases were selected for a sample library collection of approximately 2,000 titles, put into machine-readable form, and merged with the MARC-like records already available to create a new data base, BOOKS. Some comparison searching using MARC records alone was done on the Library of Congress SCORPIO system; separate reports document these trial searches. A flow chart of the selection procedure and sample pages are included in the appendices. (Author/KP)

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Subject Access Project

Syracuse University

School of Information Studies

Pauline Atherton, Director

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Research Study #3

SUBJECT DESCRIPTION OF BOOKS

A Manual of Procedures
for Augmenting Subject Descriptions
in Library Catalogs

Edited by Barbara Settel

Summer, 1977

IR005149

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* No page numbers were used in this manual, but section numbers, e.g., I.A. appear in the upper right hand corner of pages to facilitate use.

** These sections have been printed on colored paper for easy reference.

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** This page was printed on colored paper for easy referral.

PREFACE

TO BEGIN... The Subject Access Project was supported by a grant from the Council on Library Resources in 1976-77. It was designed to demonstrate how a library card catalog, once converted to machine-readable form, could be augmented to allow greater subject access to the information content of a library's book collection. Words and phrases from the tables of contents and back-of-the-book indexes were selected for a sample library collection of approximately 2,000 titles from the University of Toronto Libraries' collections representing ten fields of the humanities and social sciences. The words and phrases from these books were selected following the rules in this manual; they were put into machine-readable form, and merged with the MARC-like records already available for these books in the UTLAS system. This newly created data base, called BOOKS, was made available on the System Development Corporation ORBIT retrieval system for librarians around the U.S.A. and Canada to search and to determine its usefulness for subject searching. Some comparison searching using MARC records alone was done on the Library of Congress SCORPIO system. Separate reports exist to document these trial searches.

If the idea of augmenting the subject descriptions of your book collection is appealing, we offer the preliminary edition of this manual for guidance. It is not the definitive answer to improved subject access in libraries, but at this moment in time, it appears to offer a way to begin.

We suggest you begin with a small portion of your book collection, one where you know the L.C. subject headings are especially inadequate.

Photocopy a few contents pages and indexes.

Apply the rules in this manual, underlining the selected words and phrases.

Consider what you now have for a given book, a subject description, perhaps several hundred words long. Would the terms be useful in an inverted file on an online retrieval system? If your answer is yes, you have begun.

The next step could be some cooperative effort where no library would input their descriptions for themselves alone, but would share the input effort with others as we now do via RLG, OCLC, BALLOTS and UTLAS, and via the cooperation of national libraries. When this comes, all could benefit, including all the users of our libraries.

There are many problems ahead, for not all titles have usable contents pages or indexes; there are many editions of a work, which to input; what to do about foreign language books, etc. Hurdles and problems there always will be, but the time to begin is now. A comparison between online searching of abstracting and indexing data bases and online searching of library catalogs today brings home how divergent the two are. Seekers of information deserve better from us.

Pauline Atherton

INTRODUCTION

The purpose of this project is to improve subject access to the content of books by augmenting subject descriptions in MARC records with words from the books' index or table of contents. With the tools now available, the subject of a book can be determined only through the L.C. classification, subject headings, and title words. This permits searching a broad subject area, but not specific aspects of a book's treatment of that subject. For example, we can search for information on ethics using the classification BJ (Philosophy-Ethics), the subject heading ETHICS, and words found in titles like Ethics, Origin and Development, Ethical Naturalism, New Studies in Ethics, A Modern Introduction to Ethics, etc. If we want more specific information on the role of conscience in determining morality and ethical judgment, we must go to the books themselves and check the index and/or contents for chapters or sections relevant to conscience and morality.

In this project, we have tried to bring out those specific subjects, like conscience and morality, which are "buried" in books. Using the tables of contents and indexes we have selected terms and phrases which point to the significant subjects discussed in the book. This information was arranged and processed so that someone can locate not only the books, but the specific pages within the book where that subject is discussed.

The rules and guidelines we have devised for selecting words from indexes and contents pages are intended to insure that both <u>significant</u> subjects and <u>useful</u> search terms will be extracted from the books. It is important that you read the rules and study the examples carefully to understand the criteria for selection, for few indexes or contents pages are similar. Each book will pose a seemingly difficult problem for your selection decision. We hope our analysis of the characteristics of indexes and tables of contents will help you make the best selection decision which will be cost effective for input to machine-readable bibliographic data bases (see Appendices D-F) and beneficial to the users of online search and retrieval systems.

HOW TO USE THIS MANUAL

Step 1. Read the entire manual through to become familiar with the terminology and general principles used in the selection of entries from indexes and tables of contents. Study the examples which illustrate varieties of styles and arrangements used in indexes and tables of contents.

Step 2. Scan the book you are about to process. Get a general idea of the subject matter and note frequently used terms in title, subject headings, contents or index entries. (If you are also doing original cataloging of the book, you have probably already done this.)

Step 3. Depending on the existence of a table of contents, index or both, turn to that section of the manual which contains the appropriate selection rules.

a. Where both a table of contents and index exist, begin with Part I to determine the "usability" of the table of contents. If the table of contents meets these criteria, proceed to Part II for selection of entries. If it is not acceptable, turn to Part III and begin selection from the index.

b. Where only a table of contents exists, begin selection with Part II.

c. Where only an index exists, begin selection with Part III.

Step 4. Make selections until either all selection rules are applied, or a quota of selections is reached. See Appendix B for the use of quotas with the SAP formula. If you choose to substitute a different quota formula, you will still use the same selection procedures outlines in this manual, ending selection when the assigned quota is met.

Step 5. Format the selections for computer input. See Appendix D for examples of how we formatted selections. The style you choose will depend on the features of the retrieval system you will use for online searching.

I. PROCEDURES FOR DETERMINING "USABILITY" OF TABLE OF CONTENTS PAGES

- Procedure: Apply the following rules as directed in the order listed. The table of contents must satisfy all of the rules to meet the criteria of "usability." If the table of contents clearly fails to meet any one rule, you should choose the index and go to Part III of the manual to begin selection of the index. However, because these rules entail subjective judgments, there will be cases where the usability of the table of contents cannot be easily decided. If you are unsure as to its usability, the table of contents should be treated as a difficult choice and a comparison with the index will be necessary. The procedure and rules for this comparison are contained in Section I.B. Finally, Section I.C. includes several examples of usable tables of contents.

A. RULES FOR CHOICE OF TABLE OF CONTENTS OR INDEX

Rule I.A.1: Choose a table of contents which contains at least one heading (chapter, section or subheading) for every 25 pages of text. Do not count Introduction, Foreword, Bibliography and other headings included in the Stop List (See Appendix A for a complete list of Stop terms).

EXAMPLE: De Stijl

NK (Art Applied to Industry Decoration & Ornament)

No subject headings

Contents

Introduction 7
1 The international background 16
2 The Dutch background 36
3 De Stijl: development and ideals 57
4 De Stijl: achievements 95
5 Conclusions 148
Acknowledgements 164
Index 166

The book contains 165 pages of text (determined by taking one page lower than the page printed for the index). Excluding Stop List headings, there are only four headings, yielding an average of one heading per 41 pages of text. This table of contents does not satisfy this rule.

Rule I.A.2: Choose a table of contents which contains content-bearing headings and not "cute phrases" or "headliners." Content-bearing headings and terms should be indicative of the subject of the book.

EXAMPLE: Georgian Bay, The Sixth Great Lake — F5545 (Post Confederation Ontario History)

Georgian Bay Region - History
Ontario - Social Life and Customs

Contents

Prologue / 3
Huron harvest / 7
Highway to the west / 19
1812 / 29
Penetanguishene / 38
Red land and white / 48
The bay develops / 64
The falling of the pine / 81
Canoes, sails, and fishing craft / 94
The first steamers / 112
The fleets come—and go / 128
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Abbreviations / 168
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The majority of these headings are vague "headlines" or "cute phrases" which are not clearly related to the subject of Canadian history. With few content-bearing headings, it fails to meet this rule.

Rule I.A.3: Choose a table of contents which does not contain a significant amount of repetition.

EXAMPLE: The Little World of Man BF (Psychology)

Psychology - History
English Literature - Early Modern - History and Criticism

CONTENTS

I. Introduction	*page* 9
II. The Soul	29
III. The Body	52
IV. The Body's effect on the Soul	82
V. The Soul's effect on the Body	119
VI. Conclusion	145
Notes	150
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The headings in this table of contents are extremely repetitive. Note that there are only two subject-related terms, soul and body, repeated throughout the four headings. This example also fails to meet Rule I.A.1.

Rule I.A.4: A table of contents with many unpaged headings should be treated as a difficult choice and must be compared with the index. Turn to Section I.B., Rules for Difficult Choices.

I.B. RULES FOR DIFFICULT CHOICES

- Procedure: When the "usability" of a table of contents cannot be easily decided, it should be treated as a difficult choice and a comparison with the index will be necessary. Difficult choices may include tables of contents with the following characteristics:

  - the headings are partially content-bearing
  - it contains a questionable amount of repetition
  - the number of headings falls just short of the required one for every 25 pages of text
  - it contains many unpaged headings

In comparing the index with the table of contents, you should choose the index only if it satisfies both of the following rules. If the index does not meet one or both of these criteria, you should choose the table of contents.

> Rule I.B.1: The index must contain locators with page ranges. An index with "ff," "et. seq." or single page locators should not be chosen over a difficult choice table of contents (See III.A. for definitions of page ranges).

> Rule I.B.2: The index must include ample subject terms, other than names and places. Look for subject terms which appear in the table of contents. If these terms do not appear in the index you should choose the table of contents.

An example of a difficult choice table of contents and index follows. In this example, the table of contents contains many unpaged headings and, as explained in Rule I.A.4, it must be compared with the index. This index meets both criteria for difficult choices. It contains many locators with page ranges and numerous subject terms. Note that the index includes subject terms which are also contained in the table of contents, e.g., Countryside, Agronomists, Property rights, Mining. This index should be chosen for selection.

EXAMPLE: Daily Life of the Etruscans

Civilization, Etruscan

DG (Ancient Italy Rome to 476)

CONTENTS

		Page
	Introduction	1
I	THE PHYSICAL TYPE *Evidence of medical biology – The evidence of monuments with figures – Etruscans and Tuscans – Life-expectancy of the Etruscans*	20
II	THE MORAL TEMPER *The gossip of Theopompus – The judgement of Posidonius – The Roman view*	32
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I.C.

I.C. EXAMPLES OF TABLES OF CONTENTS WHICH MEET ALL CRITERIA FOR "USABILITY"

The following examples illustrate tables of contents which contain:

1) Sufficient number of headings (at least one per 25 pages of text)

2) Content-bearing headings related to the book's subject

3) No excessive repetition

4) Minimum amount of unpaged headings

EXAMPLE: Zulu Tribe in Transition; The Makhanya of Southern Natal — GN (Anthropology)

No subject headings

Contents

CHAPTER		PAGE
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EXAMPLE: British Block Grants and Central-Local Finance

No subject headings

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Psychology (LCSH)

BF (Psychology)

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II. PROCEDURES FOR SELECTION OF ENTRIES FROM TABLES OF CONTENTS

A. STYLING LOCATORS AND RANGES FOR TABLES OF CONTENTS

- Procedure: Determine the entries -- chapters, sections, subheadings -- which cover a range of five or more pages. (See Part III for definitions of range and length of range.)

  Beside the page locator for these headings, add the range according to the following conditions:

1. When ALL headings in Contents Table are paged:

   - Procedure: The range for chapters is determined by one page lower than the page number printed for the next chapter. The range for subheadings of chapters is likewise determined by one page lower than the page number printed for the next subheading.

EXAMPLE:	Chapter II.	The Organization of Personality	15-30
		1. The Id	15-20
		2. The Ego	21
		3. The Superego	25-30
	Chapter III.	The Dynamics of Personality	31-64
		1. Psychic Energy	31
		2. Instinct	32-38
		3. Cathexis and Anti-Cathexis	39-50
		4. Consciousness	51-64
	Chapter IV.	Repression	65-79
	Index		80

   Note: For the last subheading in each chapter you will take one page lower than the page printed for the next chapter -- as is done for "superego" and "consciousness."

2. When all headings are NOT paged:

   TYPE 1: Sections are not paged, chapters or subheadings are.

   - Procedure: Determine the range of unpaged sections by taking the page location of the next immediate heading and the preceding page of the first heading in the next comparable section.

EXAMPLE:

Part I.	Group Processes	7-134 (full paging added)
	1. Social Interaction	7-29
	2. Social Control	30-61
	3. Roles	62-134
Part II.	Interaction Process	135-239 (full paging added)
	1. Personality	135-165
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	3. Group Size	190-239
Part III.	Performance	240-273 (full paging added)
	1. Productivity	240-273
Index		274

TYPE 2: Chapters or sections are paged, subheadings are not.

- Procedure: Do not add ranges for these subheadings. Further directions will be discussed in Part II.C.

3. Examples of stylistic variation in contents tables.

In determining appropriate ranges for headings, careful attention must be paid to the styling of the contents table. The following examples illustrate the three most common styles used to distinguish the hierarchy of headings. Be sure you understand the reasons for choosing added ranges in each example. Arrows designate appropriate headings from which ranges were taken. Ranges are added for all headings, including those with less than 5 pages, to serve as examples.

a. Tables of contents in which all headings are numbered or lettered:

EXAMPLE:

III. PROJECTIONS TO 1970 25-53

A. Expenditures 25-40
1. Public water utilities 26-31
2. Public sewerage facilities 32-35
3. Other sanitation 36-40
B. Revenues 41-53
1. Current charges 41-45
2. Federal grants-in-aid 46-53

APPENDIX - Explanatory Statement on the Study of State-Local Finances in 1970 54

b. Tables of contents with indention instead of complete numbering:

EXAMPLE:

II. BUSINESS TAXATION IN THE SUBNATIONAL ECONOMY . . . 6-30

Definitions: Value Added and Comparisons with Alternative Tax Bases. 7-13

Value Added 7-10
Gross Receipts (Sales). 11-11
Net Income (Profits). 12-12
Summary 13-13

Why a General Tax on Business? 14-15

Criteria for Choosing the Tax Base 16-19

The Ability Criterion 17-17
The Benefits Criterion 18-19

The State Levied VAT: Some Principles 20-27

Origin Principle. 21-22
The Income Variant. 23-24
The Subnational VAT and the Retail Sales Tax: A Comparison 25-27

APPENDIX: A REVIEW OF SUBNATIONAL VALUE ADDED TAX PROPOSALS IN THE UNITED STATES 28-30

III. TAX YIELD, IMPACT AND RESPONSIVENESS 31

Note that although the APPENDIX is in bold type, like the chapters, it is indented in line with subheadings, not chapters. It is therefore treated as a subheading.

c. Tables of contents with bold or upper case type face, instead of indention or numbering:

EXAMPLE:

Foreword vii

1. Introduction 1-6
FEATURES OF THE U.S. TAX SYSTEM 1-4
GOALS OF TAXATION 5-6

2. Taxes and Economic Policy 7-31
STABILIZATION POLICY 8-22
Impact of Expenditure and Tax Changes 10-10
Built-in Stabilizers 11-13
The Full Employment Surplus 14-17
Expenditure versus Tax Adjustments to Promote Stability 18-20
Automatic Budget Rules 21-22
POLICIES TO PROMOTE ECONOMIC GROWTH 23-29
Achieving Full Employment and Stable Prices 23-23
Raising the Growth Rate 24-26
The "Debt Burden" 27-28
SUMMARY 30-31

Index 32

II.B. RULES FOR SELECTION AND UNDERLINING HEADINGS WITH RANGES OF 5 OR MORE PAGES

- Procedure: Select and underline headings with ranges of 5 or more pages according to the following rules:

> Rule II.B.1: Do not underline "a", "an", or "the" unless essential for meaning.

> Rule II.B.2: Underline headings which are content-bearing and clear indicators of the book's subject. Do not underline headings which resemble "headlines" or "cute phrases."

EXAMPLE: Canoes, Sails and Fishing Craft
The First Steamers
The Fleets Come and Go
The Pleasure-Seekers
Today

> Rule II.B.3: Where a heading includes a mixture of content and non-content bearing terms, underline the portion with the content-bearing terms. Non-content bearing parts of headings may be headlines, rhetorical phrases or interrogative words.

EXAMPLE: Children's reactions to helpers: Their money isn't where their mouths are
What it really is
Axiom: What it really is
Is the syllogism a petitio principii?
Why there are deductive sciences

> Rule II.B.4: Do not underline the following headings, even if they cover ranges of five or more pages:

STOP LIST TERMS:

Abbreviations	Foreword	Plates: List of...
Acknowledgements	General Considerations	Preface
Bibliography	Glossary	Problems
Conclusion	Illustration	Readings: List of...
Discussion	Index	References
Epilogue	Introduction	Summary
Exercises	Notes, Note on...	Tables

Rule II.B.5: Where one of the above terms occurs with other content-laden terms, it is not considered a stop list term and the heading should be underlined.

EXAMPLE: (1) Introduction to Theories of Social Change
(2) Appendix: Collective Guilt
(3) Appendix: Christianity as Millenarian Cult
(4) Bibliography of Readings
(5) Exercises and Problems

In the above example, (4) and (5) do not contain other subject-related terms and should not be selected and underlined.

Rule II.B.6: Underline terms from among the section headings, chapter headings, and chapter subheadings if the concept or term hasn't already been selected with inclusive paging indicated.

EXAMPLE:	Values, Rights and Obligations	20-43
	The Grounding and Selection of Values	21-27
	Values and Rights	28-43
	Obligations	36-43

(repetitive of terms in chapter heading with inclusive paging.)

Rule II.B.7: Do not underline headings if you would have to add terms to the headings to supplement or clarify the meaning.

EXAMPLE:	A Lost Consensus	(no reference, vague)
	A Comprehensive and Common-Sense Approach	(no reference, vague)
	What are the Causes of the Crisis?	(unclear)

Rule II.B.8: Where headings in a contents table consist of multiple-authored articles, readings, etc., select and underline the title according to the previous rules. Select and underline the author for all headings of five or more pages. Thus, an author may be underlined even though the title of his/her article is not.

EXAMPLE:	Human Society Before the Urban Revolution, Robert Redfield	35-40
	The Legacy of Sumer , Samuel Kramer	46-50
	What Hunters do for a Living or How to Make Out on Scarce Resources, Richard B. Lee	51-64

II.C. RULES FOR SELECTION AND UNDERLINING ADDITIONAL ENTRIES

- Procedure: Count the underlined headings and check to see if the quota has been reached (see Appendix B on use of the quota). If the quota has been reached, stop selection and mark near the quota on the top sheet for the book the number you have selected. If additional selection is still to be made, make selections in the following order of priority until quota is reached.

> Rule II.C.1: Where a table of contents has unpaged subheadings: Consider subheadings a continuation of the chapter heading. Review subheadings for additional terms and underline terms which satisfy the preceding rules. In addition, do not underline terms which are repetitive of terms in the chapter heading.

EXAMPLE:

1.	Propositional Logic	3-46
1.1	Operators and Connectives Propositions, Truth-Functional Operators Conjunction, Negation, Equivalence	4-13
1.2	Tautologies, Contradictions and Contingents Logical Forms of Propositions, Substitution Instances of the Logical Forms	14-21
1.3	Equivalences Tautology, Negation of a Negation, Useful Equivalences	22-46

> Rule II.C.2: Where there is an index: Go to that section of the manual containing rules for the particular type of index. Select entries according to the rules until the quota is reached. In addition, do not underline entries which repeat terms already selected from the table of contents.

II.D. EXAMPLES OF TABLES OF CONTENTS WITH SELECTIONS UNDERLINED AND RANGES ADDED

In the following two examples, headings which satisfy the preceding selection rules are underlined with page ranges. Reasons for not selecting headings are given in parentheses.

EXAMPLE: The Mound Builders: Agricultural Practices, Environment and Society in the Central Highlands of New Guinea

Enga (New Guinea people)
Agriculture, Primitive
Anthropo-geography - New Guinea (ter.)

GN (Anthropology)

Contents

(STOPLIST) 1. INTRODUCTION 3
(RANGE) *Tropical Agricultural Systems* 3
(RANGE) *The New Guinea Highlands* 6
(RANGE) *Area, Method, and Objectives* 10

@ 2. ORGANIZATION OF SPACE 14 - 76
Aruni Group Territory: The Land and the People 14 - 21
Population, Household, Residence, Pattern of Settlement 22 - 38
The System of Land Use 39 - 63
The Range of Human Interaction 64 - 76

@ 3. ORGANIZATION OF TIME 77 - 112
Raiapu Concepts of Time and Labor 77 - 80
Patterns of Activity 81 - 109
Implications of the Activity Patterns and the Course of Change 110 - 112

@ 4. LEVEL OF PRODUCTION AND CONSUMPTION 113 - 129
(RANGE) *Yields of Subsistence Crops* 113
(RANGE) *Utilization of Production* 117
The Adequacy of Aruni Diet 121 - 128
(STOPLIST) *Conclusion* 129

@ 5. ELEMENTS OF ORDER IN THE SYSTEM 130 - 182
Enga Perception of Ecological Constraints 131 - 137

Land Use Techniques in Response to Environmental Constraints 138 - 167
Land Use Techniques in Response to Demographic Constraints 168 - 175
The Economics of Location 176 - 182

@ 6. REGULATION OF THE SYSTEM 183 - 192

(VAGUE, NOT CONTENT-BEARING) 7. PROSPECTS FOR THE FUTURE 193

(STOPLIST) 8. CONCLUSION 202
(RANGE) *Regional Contrasts* 202
@ *The Evolution of Highlands Agriculture* 206 - 213
@ *Agricultural Systems, Ecology, and Evolution* 214 - 220

(RANGE)
APPENDIX 1. Characteristics of the Modópa Sample Community 221
APPENDIX 2. Supreme Court Cases Heard at Wabag 223
APPENDIX 3. Principal Raiapu Cultigens 226
APPENDIX 4. Work Organization: Methods of Inquiry and Validity of the Data 229
APPENDIX 5. The Composition of Foodstuffs per 100 gm 232
APPENDIX 6. Sirunki: Nightly Minimum Temperature 234

(STOP LIST) GLOSSARY 237
(STOP LIST) BIBLIOGRAPHY 239
(STOP LIST) INDEX 251

EXAMPLE: Culture, Behavior and Personality BF (Psychology)

Personality and Culture

Contents

(stop list)

PREFACE vii

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PART I (@) INTRODUCTION: THE COMPARATIVE STUDY OF PERSONALITY AND SOCIOCULTURAL ENVIRONMENTS 1 - 40

1. *Basic Questions for Culture and Personality Research* 3 - 14
2. *Group Differences in Individual Behavior Patterns* 15 - 40

PART II (@) AN OVERVIEW OF EXISTING THEORIES AND METHODS 41 - 98

3. *Theoretical Conceptions of Culture-Personality Relations* 43 - 60
4. *Concepts of Socialization* 61 - 68
5. *Methods of Assessing Personality* 69 - 84
6. *Institutions, Deviance and Change* 85 - 98

PART III (@) POPULATION PSYCHOLOGY: AN EVOLUTIONARY MODEL OF CULTURE AND PERSONALITY 99 - 170

7. *The Applicability of a Darwinian View* 101 - 114

(Repetitive)

8. *Basic Concepts in an Evolutionary Model* 115
9. *Adaptive Processes 1: Stability* 137 - 152

137 - 162

(Repetitive)

10. *Adaptive Processes 2: Change* 153 - 162
11. *A Cost-Benefit View of Psychosocial Adaptation* 163 - 170

PART IV (@) THE STUDY OF INDIVIDUAL DISPOSITIONS IN SOCIAL SETTINGS 171 - 282

(Repetitive)

12. *Strategies in Personality Study* 173
13. *Psychoanalytic Clinical Method* 185 - 202
14. *The Couch and the Field* 203 - 214
15. *Universal Categories and the Translation Problem* 215 - 225
16. *Psychoanalytic Ethnography: Structures for Comparative Observation* 226 - 248
17. *Religious Symbols and Religious Experience* 249 - 282

(stop list) PART V CONCLUSIONS 283

(@) 18. *New Directions in Culture and Personality Research* 285 - 290

APPENDIX A 291

(stop list) REFERENCES 295

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III. PROCEDURES FOR SELECTION OF ENTRIES FROM INDEX

A. DEFINITIONS

ENTRY — An entry is a term, two terms, or phrase in an index followed by locators or pages on which the term or phrase is discussed in the book.

Single line entries:

EXAMPLE: Psychological forces in nature, 116-121, 154
Psychology, 10-14, 16, 20
Repression and defense mechanisms, 214ff

Entries may be subheaded with another set of terms or phrases and locators which relate to or qualify the entry. Subheadings usually take two forms: list or paragraph.

EXAMPLES:

List

Entry: Lumbering, 18-39
dress, 18
living conditions, 20
sawed lumber, 25
squared timber, 27-30
technique, 35-36

Subheadings

Paragraph

Entry: Buddhism, 104; origins, 16; transmission to Japan, 17-20; monasteries, 21, 22; influence on dance, 41-45; philosophy of, 120, 136-138; religious texts of, 26-28.

Subheadings

"Lumbering" and "Buddhism" are entries with subheadings. Subheadings can be distinguished by the indention for the list or paragraph following. In the list form, each subheading begins a new line. In the paragraph, subheadings are separated by semi-colons after the locators. Under "Lumbering" there are five subheads and under "Buddhism" there are six.

Variations in Subheaded Index Entries:

The examples above illustrate two general types of subheaded entries. You should be aware of stylistic variations which make it more difficult to distinguish entries from subheadings.

a. In the following example the first subheading is not indented. You can determine that "conflict within" is not part of the entry because the subsequent subheadings would not make sense, if read with "city planning department, conflict within."

EXAMPLE: City planning department, conflict within,
186-197, 233-235, 324,
coordination within, 210-219,
organizational structure of, 164-170,
salaries in, 168, 179

b. Some entries are sub-subheaded. Sub-subheads are usually distinguished by indention, punctuation or type face. If a sub-subhead qualifies for selection, you should underline the subhead and the entry under which the sub-subhead is listed.

EXAMPLE: Economic, activity, - spatial distribution of,
84-94; development, 107-111, 128; - and
decentralization, 247; - local, 256; -
and maritime transport, 84-85; growth,
9, 13, 230; - balanced, 261; integration
- continental, 73-75; - multi-national,
46-58

Note: In this example the entry is "Economic," and the subheads are "activity," "development," "growth," and "integration." All others are sub-subheads preceded by hyphens.

EXAMPLE: Zoning, 15;
bulk zoning, 137
envelope zoning, 146
relationship to property values, 18, 80
zoning bonus, 10, 30, 145
additional density, 34, 148
in Chicago, 100
digestion rationale, 34

Note: Indention in this example clearly distinguishes sub-subheads under zoning bonus.

LOCATOR

Another way of saying page. A locator can be a range, a single page, a page followed by "ff," "et. seq.," "n" (footnote), or passim.

In counting page totals for locators, you will count every page, regardless of the abbreviations or ranges.

RANGE

A range of pages is designated by two numbers separated by a hyphen. "22-27," "13-14," "105-176," are all page ranges.

The length of a range is determined by counting the beginning and ending pages, and pages between. Thus, "22-27" is actually a range of six pages -- 22, 23, 24, 25, 26, 27 -- and not five -- 27 minus 22. To count the ranges quickly and easily, subtract the lower number from the higher number and add one. Thus 27 minus 22 equals 5 plus one equals six.

Consecutive pages separated by commas and not a hyphen are not ranges: 28, 29, 30, 31, 32 is not a range. But 28-32 is a range.

"f", "ff" and "et. seq."

These abbreviations follow locators and stand instead of ranges. They indicate the subject continues over several pages, without giving the ending page. Usually, an index with "ff" will use "f" to indicate the subject goes only to the next following page. Indexes with "et. seq." usually do not have a designation for the next following page. Occasionally an index will use only "f". It stands instead of "ff" or ranges and should be treated as an "ff" locator.

III.B. EXPLANATION OF STEPS IN SELECTION PROCEDURE FOR ALL INDEXES

Step 1. Read the preceding section of definitions for characteristics of indexes.

Step 2. Scan the index in front of you to determine the predominant characteristics of that index. On the basis of this scanning, classify the index by one of the following types:

Index with page ranges
Index with no ranges, but with "f", "ff", "et. seq," designators
Index with no ranges, no "f", "ff", etc. (All other indexes)

Step 3. Go to that section of the manual which contains rules for the type of index to be selected:

III.C. Indexes with Page Ranges
III.D. Indexes with "f", "ff", "et. seq."
III.E. All Other Indexes

Step 4. For all types, begin selection with the first rule of that section. After each rule is applied and entries selected, count the number of entries underlined as follows:

a. Count each entry or each subheading as one selection.

EXAMPLE:

Total = 6

one = Chicago, 18, 20-21, 118-129, 146-152.
Cognitive skills, 18-20.
one = Communications, 25-26, 57-59, 67, 73, 89-91, 106.
four = Community,
politics, 313-318, 356-362
power studies, 46-48, 387-391
studies, 22, 178, 195-200.

b. Check your total against the quota indicated for your book. If you have reached the quota (see Appendix B), STOP. If quota has not been reached, proceed to the next rule, count again, and so on until quota is reached. If you complete all rules for that section and quota is still not reached, STOP, marking near the quota on the top sheet for the book, the number you have selected.

III.C. RULES FOR INDEXES WITH PAGE RANGES

- Procedure: Apply the following rules as directed in the order listed. Where any of these rules applies to a subheading, remember to underline the subheading as directed. In addition, you must always underline the entry under which the subheading is listed.

  As you apply each subsequent rule, avoid selection of entries which duplicate entries previously selected for the same index, even where the entry satisfies the rule being applied. Thus, if you have selected the entry "government, local, 105-112," do not select the entry "local government, 105-112." Try to avoid as much duplication as possible but do not spend all your time going back through the index. Your selections will be edited for duplication before input.

Rule III.C.1: Select and underline all entries and locators with chapter designators for locators.

Rule III.C.2: Select and underline all entries and locators where locators have bold-face type that refers to text (not illustrations or plates). These entries usually indicate important subjects of the book.

Rule III.C.3: Select and underline all entries and locators where locators include page ranges of 5 or more pages.

EXAMPLE:
Social Characteristics, 206-233, 246-255, 304-306
Social Interaction, 67-70
and attitude change, 287-288
and decision process, 62-100, 105
Social perception, 79-100
accuracy, 82-85
of leader, 89-96
Sociometry, 8, 23-25, 407-411

Note: The locators following "social interaction" are not underlined since they are less than five pages. "Social interaction" is underlined because it is the entry for the subheading "decision process" which has a page range of 39 pages.

Note: Occasionally "passim" is used with ranges, chapters or bold face locators. When "passim" is used with locators which qualify for selection based on rules 1-3 above, underline as directed and include "passim" in underlining.

EXAMPLE:
Indian Wars, Chap. 10, 11, 12 passim
Iroquois, 25-36 passim, 40-42.

Rule III.C.4: Select and underline all entries with 5 or more subheadings regardless of page ranges or totals. Do NOT underline locators.

EXAMPLE: Behavior, 10
expressive, 22-24
instinctive, 106
learned, 25-27
modal, 96
social, 37-39
} 5 subheadings

Rule III.C.5: Select and underline all entries with a total of 10 or more page references, not necessarily ranged. The total is determined by counting page references for a single entry, or a single subheading, but not counting page references for all subheadings under an entry. Do NOT underline locators.

EXAMPLE:

Books, 3,7,10,124,127,301,304,306,321,346	Total pages = 10	Select
Animals, 21-23,45-47,58,104,107,201-204	Total pages = 13	Select
Character analysis, 15-17,20-23,28,30,32,50-52	Total pages = 13	Select
Character disorders, 20-23,26-28	Total pages = 7	Do not select
Character neuroses, 110-112	Total pages = 3	Do not select
Unconscious, 81,83-85	Total pages = 4	Do not select alone
activity, 113,115	Total pages = 2	Do not select
forces, 10,12-14	Total pages = 4	Do not select
processes, 120-123,127,129,130-132,138	Total pages = 11	Select

Note: "Unconscious" is underlined because it is the entry with the subheading "processes" which is selected.

Remember, NO locators are underlined following this rule.

Note: If you are finding more candidate entries than the quota will allow, you may have to

(1) raise the minimum page range in Rule III.C.3 from 5 to 7 or more pages and/or

(2) raise the number of page references in Rule III.C.5 from 10 to 15 page references.

STOP

III.D. RULES FOR INDEXES WITH NO PAGE RANGES BUT WITH "F", "FF", "ET. SEQ."

- Procedure: Apply the following rules as directed in the order listed. Where any of these rules applies to a subheading, remember to underline the subheading as directed. In addition, you must always underline the entry under which the subheading is listed.

  As you apply each subsequent rule, avoid selection of entries which duplicate entries previously selected for the same index, even where the entry satisfies the rule being applied. Thus, if you have selected the entry "government, local, 105-112," do not select the entry "local government, 105-112." Try to avoid as much duplication as possible but do not spend all your time going back through the index. Your selections will be edited for duplication before input.

Rule III.D.1: Select and underline all entries and locators with chapter designators.

Rule III.D.2: Select and underline all entries and locators where locators have bold-face type that refers to text (not illustrations or plates).

Rule III.D.3: Select and underline all entries and locators where locators include page ranges of 5 or more pages.

Note: Index should be predominantly the type with "ff", but may contain a few ranges. Remember, if "passim" is used with locators which qualify for selection based on rules 1-3 above, underline as directed and include "passim" in underlining.

Rule III.D.4: Select and underline all entries with 5 or more subheadings. Underline the entry only without locators.

EXAMPLE: Axioms
and experimental truths, 150, 162, 169f
of arithmetic, 167
of geometry, 147f
of reasoning, 116, 118
of the uniformity of nature, 181

5 subheadings = select

Rule III.D.5: Select and underline all entries with 10 or more page references. Underline the entry without locators. As in indexes with ranges, total is determined by counting page references for a single entry or a single subheading.

EXAMPLE: Paul, St., 133,135,149f,161,168,169,180f,199,201f,206.
(Total pages = 10 = Select)

Inference, 9,11f
improper, 131,134,135,178,179,185f,304,306,309,311.
(Total pages = 10 = Select)
test of, 160,165f

Rule III.D.6: Select and underline all entries and locators followed by "ff" or "et. seq."

EXAMPLE:
Moral sciences, 307ff, 414ff, 426
Names, 13, 16
categorematic, 19
collective, 21, 15f
concrete and abstract, 226ff
Nature, 294ff, 306ff, 308
human, 309ff
laws of, 186f
Reasoning, 7, 109ff
theory of, 307

EXAMPLE:
Analogy, 29 et. seq., 76
Animals, 23
Approbation, 106 et. seq.
Virtue, 2, 129
social, 47 et. seq., 146

Rule III.D.7: If quota is not reached, lower the number of page references in Rule III.D.5 from 10 to 5 page references.

STOP

III.E. RULES FOR INDEXES WITH NO RANGES AND NO "F", "FF", OR "ET. SEQ." (ALL OTHER INDEXES)

- Procedure: Apply the following rules as directed in the order listed. Where any of these rules applies to a subheading, remember to underline the subheading as directed. In addition, you must always underline the entry under which the subheading is listed.

  As you apply each subsequent rule, avoid selection of entries which duplicate entries previously selected in the same index, even where the entry satisfies the rule being applied. Thus, if you have selected "government, local, 105-112," do not select the entry "local government, 105-112." Try to avoid as much duplication as possible but do not spend all your time going back through the index. Your selections will be edited for duplication before input.

Rule III.E.1: Select and underline all entries and locators with chapter designators.

Rule III.E.2: Select and underline all entries and locators where locators have bold-face type that refers to text (not illustrations or plates).

Rule III.E.3: Select and underline all entries and locators where locators include page ranges of 5 or more pages.

Note: Index should be predominantly the type with no "ff", but may contain a few ranges. Remember, if "passim" is used with locators which qualify for selection based on rules 1-3 above, underline as directed and include "passim" in underlining.

Rule III.E.4: Select and underline all entries with 5 or more subheadings. Underline the entry only without locators.

EXAMPLE: Virgin birth, 100
Six dogs born to Ainu virgin, 104
Twins born to Ainu virgin, 105 — 5 Subheadings = Select
Virgin birth and Christian faith, 90
Virgin birth a universal concept, 91,95,97
Virgin-born child in form of snake, 82

Rule III.E.5: Select and underline all entries with a total of five or more locators. Underline the entry only without locators.

EXAMPLE:

Character analysis, 14,103,106,107,158,159	Total pages = 6 = select
Character disorders, 230,231,232	
Character neuroses, 188,190,192,194	
Character structure, 63,64,65,67,72,77,86	Total pages = 7 = select
Unconscious, 81,83	5 subheadings = select
activity, 113	
forces, 7	
image, 25,26	
memories, 10	
processes, 55,56,57,64,85,93,94	Total pages = 7 = select

Note: In the above example, "unconsious" would have been selected by Rule III.E.4, having five subheadings; "processes" is selected as an entry with more than five locators.

EXAMPLE:

Oedipus, 23, 275
period, 96
myth, 32,101,161,164,187

Note: In this example the entry "Oedipus" is underlined because its subheading "myth" contains 6 locators.

Rule III.E.6: Where five consecutive entries begin with the same word or root and all relate to a common concept, underline the word or root as you would an entry with five subheads. Underline the term without locators.

EXAMPLE:

Suburbs, 13
Suburban industry, 17
Suburban phenomena, 37
Suburban self-government, 123
Suburban shopping, 18
Suburbanization, nature of, 37

Housing Act of 1968, 114
Housing and Urban Development, Dept. of, 114, 120
Housing choices, 124
Housing patterns, 76
Housing problems, 77

But do NOT select entries which, although beginning with the same word, are not related to a common concept.

EXAMPLE: New communities, 113
New Deal, 18
New Haven, Conn., 86
New Jersey, population density, 35
New systems, 43, 48

Rule III.E.7: If quota is still not reached, lower the number of subheads in Rule III.E.4 from 5 to 3, and/or lower the number of consecutive entries in Rule III.E.6 from 5 to 3.

STOP

III.F. QUICK REFERENCE SHEET OF RULES FOR INDEX ENTRY SELECTION

ALL INDEXES

1. Always select and underline entries and locators with chapter locators.
2. Always select and underline entries and locators where locators have bold-face type that refers to text.
3. Where a subheadin is selected and underlined, always underline the entry under which the subheading is listed.
4. Always underline passim when it occurs with locators which qualify for selection.

INDEXES WITH RANGES

1. Select and underline all entries and locators where locators include page ranges of 5 or more pages.
2. Select and underline all entries with 5 or more subheadings. Do not underline locators.
3. Select and underline all entries with a total of 10 or more page references. Do not underline locators.

INDEXES WITH "F", "FF", "ET. SEQ."

1. Select and underline all entries and locators where locators include page ranges of 5 or more pages.
2. Select and underline all entries with 5 or more subheadings. Do not underline locators.
3. Select and underline all entries with a total of 10 or more page references. Do not underline locators.
4. Select and underline all entries and locators followed by "ff" or "et. seq."

ALL OTHER INDEXES

1. Select and underline all entries and locators where locators include page ranges of 5 or more pages.

2. Select and underline all entries with 5 or more subheadings. Do not underline locators.

3. Select and underline entries with a total of 5 or more page references. Do not underline locators.

4. Where 5 consecutive entries begin with a common word or root, select and underline the word or root as you would an entry with 5 subheads. Do not underline locators.

A

APPENDIX A

STOP LIST

The following headings should not be counted or selected when they stand alone. (See Rules I.A.1, II.B.4 and II.B.5 for further explanation and application of stop list terms.)

Abbreviations
Acknowledgements
Bibliography
Conclusion
Discussion
Epilogue
Exercises
Foreword
General Considerations
Glossary
Illustration
Index
Introduction
Notes, Note on...
Plates: List of...
Preface
Problems
Readings: List of...
References
Summary
Tables

B

APPENDIX B

USE OF QUOTAS WITH SAP FORMULA

The selection rules contained in this manual are intended to ensure a progressive selection of entries beginning with the most significant entries -- those covering a large page range or containing many subheadings -- and ending with the less significant entries -- those covering fewer pages. The variety of selection rules is necessitated by the varying quality of indexes and tables of contents. Because of this lack of standardization in the arrangement of entries and locators, each index or table of contents will yield a different number of selections. The quota was devised to control the quantity of selection and maintain a data base of manageable size which would reflect the major contents of the monograph.

QUOTA FORMULA

Quota formula for monographs with tables of contents and indexes, or indexes only:

(1) For each subject field, the average number of table of contents entries per monograph in the class and average number of possible index entries per monograph are computed.

(2) A ratio (R) of the two averages is then calculated:

$$\frac{\text{average index entries per monograph in class}}{\text{average table of contents entries per monograph in class}} = R,$$

the relationship of the table of contents to the index.

(3) This R is then used as the divisor to calculate the quota for each monograph by dividing the number of index entries in it by R:

$$\frac{\text{Total number of index entries in monograph}}{R} = \text{"quota" of entries to be selected} = Q$$

EXAMPLE:

For (Anthropology) LC Class GN

average index entries per monograph = 862.79 entries
average table of contents entries = 61.88 entries

(1) Ratio: $\frac{862.79 \text{ index entries}}{61.88 \text{ table of contents entries}} = 14 = R$

(2) Quota for monograph with LC call number GN34.3.M3E95:

number of index entries = 416

$$\text{quota} = \frac{416}{14} = 30 = Q$$

Quota formula for monographs with tables of contents only:

(1) For each subject field, the quotas determined by the above formula are averaged:

$$\frac{\text{Total average of quotas in class}}{\text{Number of items with quota in class}} = \bar{Q} \quad \text{(Average quota for class)}$$

(2) $\bar{Q}$ is assigned to each monograph containing only a table of contents in that class.

TABLE OF R AND $\bar{Q}$ FOR EACH CLASS IN BOOKS FILE

CLASS	R	AVERAGE QUOTA ($\bar{Q}$) OF ENTRIES
Philosophy BC, BH, BJ	8	48
History DE, DF, DG	19.4	43
Arts NB, NE, NK	21.3	31
Literature PN 1560-3300	28.9	36
Psychology BF 1-990	11.5	36
Anthropology GN 1-696	14	44
Public Finance HJ	7.3	47
Sociology HM 1-221	9.1	57
Urban Planning HT 166-177	11.8	45
Post Confederation Ontario History F 5520-5547	14.6	40

COMMENTS ON THE USE OF A QUOTA

The SAP quota was intended to be a guideline for the number of entries to be selected from each table of contents and/or index. Because the quota formula does not take into account the length of the book or the quality of the index or table of contents, we are not completely satisfied that if applied, it will always be an accurate gauge for the number of entries to select.

For example, a book may contain a very lengthy and detailed index or table of contents, yet the actual page length of text may be comparatively small. Following the SAP formula, the book would receive a disproportionately high selection quota to the actual length of the book. Conversely, a book with a short index or table of contents, but long in length, would receive a small quota. The examples below illustrate these discrepancies:

	QUOTA	Book pp	Table of Contents pp/lines	Index pp/lines
Case "A"	8	354	2/16	2/59
Case "B"	417	280	1/14	54/112

We had to compensate for these discrepancies as we made our selections. The quota assigned each book was considered a "guideline." We also noted the average quota for the class and the length of the book being selected. For Case A above, the quota is 8 and average quota for that LC class (F) is 40. Taking into account the length of the book (354 pp) we would favor a selection closer to 40 than 8. For Case B, the quota is 417 and the average class quota is again 40. Considering the length of the book (280 pp) we would favor selection closer to 40 than 417.

Extremely high quotas, like the 417 above, were considered as "outliers" in our range of quotas and were reduced to a number no more than three times the size of the average quota for that class. Therefore, 417 was reduced to 120 (3 x 40).

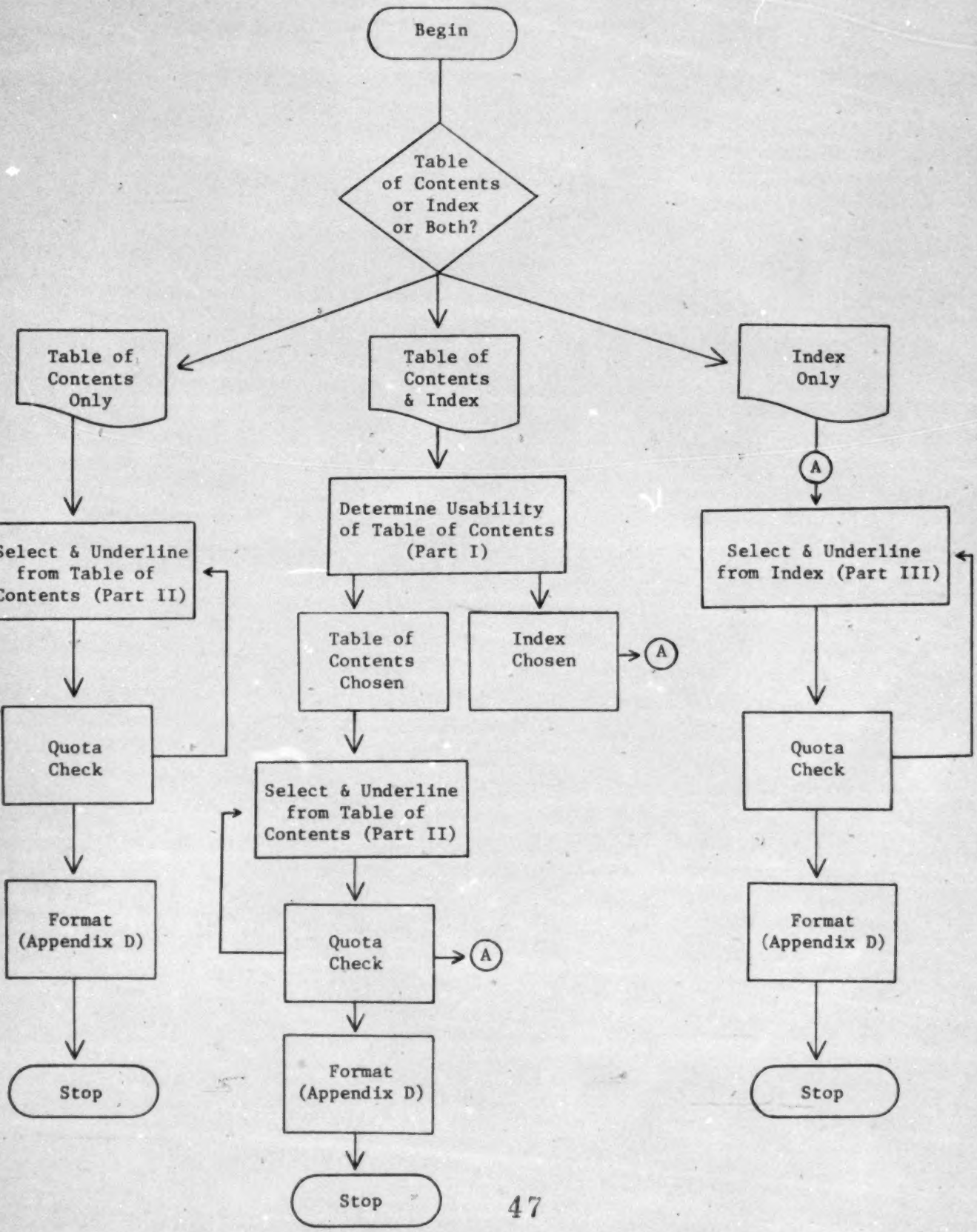
For the most part, quotas averaged around 40 for each class. Actual selections for monographs with indexes alone or indexes and tables of contents also averaged around 40. The average number of selections for monographs with only tables of contents was about 15. These figures may serve as a useful gauge in determining your own formula for a quota, or in applying ours to the quantity of selection you can expect to make.

Whether you select more or fewer entries than the quota depends largely upon the quality of the index or table of contents in the book being selected. It is important to make selections which satisfy the rules and not to make selections merely on the basis of quantity.

In other words, we would recommend that, if after applying all the rules, the number of selections is still far below the quota, you should not go back over the same material and make additional selection of entries which do not satisfy the rules exactly. On the other hand, if after applying only some of the rules, the number of selections far exceeds the quota, you should not continue to make additional selections. Remember that the order of the rules ensures the selection of the most important entries first.

APPENDIX C

FLOW CHART OF THE SELECTION PROCESS



D

APPENDIX D

SAMPLES OF TABLES OF CONTENTS AND INDEXES: SELECTED AND FORMATTED FOR COMPUTER INPUT

(WITH ILLUSTRATION OF SOS* INPUT)

The following examples illustrate completed selection and formatting for books with tables of contents and indexes. In example 1, the table of contents does not meet the criteria for "usability" as it contains a significant amount of repetition and several "headline" headings. In example 2, the table of contents was chosen for selection, and in addition, selection was also made from the index. Index entries which were repetitive of selections in the table of contents were not selected.

As noted earlier, the style used for formatting entries will depend on the particular features of the retrieval system you will use for searching. The formatting style we used and illustrate here allows for the designation of individual entries and their relation to main headings or subheadings. The hierarchy of headings in tables of contents and indexes is designated by a hierarchy of codes:

@ ; / %

EXAMPLE:

Table of Contents (Portion)

@ Situational Determinants of Helping 13-76

; Social Determinants of Bystander Intervention in Emergencies 13

/ *Bibb Latané and John M. Darley* 13-28

; The Influence of Social Models on Helping 29

/ *Harvey A. Hornstein* 29-42

; A Skill for Charity 43

/ *Jacqueline R. Macaulay* 43-60

; Children's Reactions to Helpers: Their Money Isn't Where Their Mouths Are 61

/ *James H. Bryan* 61-76

@ Social Norms and the Socialization of Altruism 77-154

* A line-oriented text editing used on the DEC System-10 (Syracuse University Computing Center, Information Series, Document P21-1082, January, 1977)

Index (Portion)

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S

Self-concern, 6, 143-150, *see also* Self-esteem
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On the basis of this formatting, we are able to search and retrieve on terms which occur either in individual entries, or in a cluster of entries representing a unit of main heading and subheadings. Finally, we used "#" to designate the end of an entire record.

ILLUSTRATION OF SOS INPUT

Example 1

(See Appendix F for example of the record for this book as it appears in the BOOKS database on SDC/ORBIT)

```
0100    145000661143:
0200    INDEX:  @ APPEARS DIFFERENT USES OF (P. 16-23) @ AYER A J (P. 103-108)
0300    @ BERKELEIAN IDEALISM (P. 63-67) @ BERKELEY (P. 63-67 171-175)
0400    @ COLOUR BLINDNESS (P. 123-127) @ COLOUR VISION (P. 49-56 120-127
0500    132-147 158-163) @ COLOUR VISION PHYSIOLOGY OF (P. 52-56) @ HALLUCINATION
0600    ARGUMENT FROM (P. 34-39) @ INCORRIGIBLE STATEMENTS QUEST FOR (P. 104-108)
0700    @ LAND E G (P. 142-146) @ LANGUAGE LEARNING ARGUMENT FROM (P. 123-127)
0800    @ LINGUISTIC PHILOSOPHY (P. 77-87 148-157) @ LOCKE JOHN (P. 40-44)
0900    @ LOOKS DIFFERENT USES OF (P. 16-23) @ PHENOMENALISM (P. 67-72) @ PHEN
1000    OMENOLOGICAL AUTHORS USE (P. 10-15) @ PHENOMENOLOGICAL USE OF PERCEPTUAL
1100    VERBS (P. 16-23) @ PHENOMENOLOGICAL VARIABILITY ARGUMENT FROM (P. 27-34
1200    77-87) @ REPRESENTATIVE THEORY OF PERCEPTION (P. 59-63) @ REPRESENTATIVE
1300    THEORY OF VISION (P. 172-180) @ SECONDARY QUALITIES SCIENTISTS ACCOUNT
1400    (P. 47-56) @ SENSE DATUM ITS USE BY OTHERS (P. 100-115) @ THOULESS R H
1500    (P. 17-21) #
```

EXAMPLE 1 (p. 1 of 2)

Perception: Facts and Theories

Perception

BF (Psychology)

Quota = 17

Selections = 23

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ILLUSTRATION OF SOS INPUT

Example 2

(See Appendix F for example of the record for this book as it appears in the BOOKS database on SDC/ORBIT)

```
0100    178300534811:
0200    CONTENTS:  @ MACAULAY JACQUELINE R AND BERKOWITZ LEONARD (P. 1-12) @ SITUATIONAL
0300    DETERMINANTS OF HELPING (P. 13-76) ; SOCIAL DETERMINANTS OF BYSTANDER INTERVEN
0400    TION IN EMERGENCIES LATANE BIBB AND DARLEY JOHN M (P. 13-28) ; INFLUENCE OF
0500    SOCIAL MODELS ON HELPING HORNSTEIN HARVEY A (P. 29-42) ; CHARITY MACAULAY
0600    JACQUELINE R (P. 43-60) ; CHILDRENS REACTIONS TO HELPERS BRYAN JAMES H (P. 61-
0700    76) @ SOCIAL NORMS AND SOCIALIZATION OF ALTRUISM (P. 77-154) ; LEGALITY AND
0800    HARMFULNESS OF BYSTANDERS FAILURE TO INTERVENE AS DETERMINANTS OF MORAL JUDGMENT
0900    KAUFMANN HARRY (P. 77-82) ; NORMS AND NORMATIVE BEHAVIOR FIELD STUDIES OF SOCIAL
1000    INTERDEPENDENCE DARLEY JOHN M AND LATANE BIBB (P. 83-102) ; SOCIALIZATION OF
1100    ALTRUISTIC AND SYMPATHETIC BEHAVIOR ARONFREED JUSTIN (P. 103-126) ; MORAL DECISION
1200    MAKING AND BEHAVIOR SCHWARTZ SHALOM H (P. 127-142) ; SELF SELFISHNESS AND ALTRU
1300    ISM BERKOWITZ LEONARD (P. 143-154) @ GUILT EQUITY JUSTICE AND RECIPROCATION
1400    (P. 155-240) ; TRANSGRESSION COMPLIANCE AND GUILT FREEDMAN JONATHAN L (P. 155-
1500    162) ; REACTIVE GUILT AND ANTICIPATORY GUILT IN ALTRUISTIC BEHAVIOR RAWLINGS EDNA
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Altruism and Helping Behavior; Social Psychological Studies of Some Antecedents and Consequences

Helping Behavior - Addresses, essays, lectures

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Quota = 25

Selections = 43 (all underlined headings and subheadings are counted before formatting. Actual number of formatted selections is less)

x

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APPENDIX E

EXPERIENCE WITH THE SELECTION MANUAL

A quota was necessary to control both the quantity of selection and the length of time necessary for the selection process. The first table below (E1) shows for each class and type (index or table of contents) the average number of selections and average time per case.

The second table (E2) gives our experience with the input process of keyboarding, proofreading, and computer preparation of the data base for later processing on SDC/Orbit (see Appendix F).

TABLE E1

AVERAGE NUMBER OF SELECTIONS & AVERAGE TIME
PER CASE FOR EACH CLASS & TYPE (TABLE OF CONTENTS OR INDEX)

	BC	DE	NE	PN	BF	GN	HJ	HM	HT	F	OVERALL AVERAGE
Total Cases	140	130	125	259	325	132	113	144	451	180	1,999
Average Selections (all cases)	28	35	22	26	47	41	37	45	21	22	31
Average Time (all cases)	11"	9"	6"	7"	12"	12"	12"	12"	7"	12"	10"
a) Table of Contents Only (# cases)	55	22	35	98	56	37	37	37	307	104	788
Average Selections	14	15	9	11	16	20	16	18	12	11	13
Average Time	6"	4"	2"	4"	3"	4"	4"	7"	4"	5"	4"
b) Table of Contents & Index Select Table of Contents	32	53	55	55	150	40	36	56	79	13	569
Average Selections	43	33	27	36	50	42	41	46	46	37	42
Average Time	12"	5"	5"	6"	10"	9"	9"	10"	12"	30"	9"
c) Table of Contents & Index Select Index	53	53	32	97	118	54	38	51	63	52	611
Average Selections	35	44	29	36	58	55	55	64	32	39	44
Average Time	18"	15"	11"	11"	18"	20"	24"	17"	13"	22"	17"
Index Only	0	2	3	9	1	1	2	0	2	11	31
Average Selections	0	41	12	34	51	7	25	0	30	29	29
Average Time	0	13"	2"	8"	5"	1"	6"	0	6"	13"	9"

a) Very short
b) Experienced selector (compiler of Selection Rules)
c) Inexperienced trainees

TABLE E2

INPUT STATISTICS

	N	Average # Characters		Median	Cost Per Case Of Input Procedure
F (1-317)	177	750	46 - 4,817	511	.83
HT (318-867)	448	849	59 - 7,750	740	.94
GN (868-1016)	131	1,479	137 - 6,012	1,196	1.64
BC, BH, BJ (1017-1169)	139	1,142	52 - 4,425	885	1.27
DE, DF, DG (1170-1311)	130	1,103	66 - 5,922	1,005	1.23
BF (1312-1663)	319	1,856	81 - 9,142	1,624	2.06
HM (1664-1818)	140	1,731	136 - 7,385	1,308	1.82
HJ (1819-1956)	115	1,488	53 - 8,764	1,149	1.65
PN (1957-2283)	255	914	42 - 4,181	687	1.02
NK (2284-2487)	125	660	46 - 2,254	550	.73

SUMMARY

TOTAL Number of Records	1,979
Average Number of Characters Added to Each Catalog Record in BOOKS	1,176
Range (Across LC Classes)	42 - 9,142
Average Cost Per Case for Input of SAP Portion of Record (IT, CT)	$1.30

APPENDIX F

SAMPLE OF BOOKS Data Base RECORDS ON SDC/ORBIT, PRODUCED FOLLOWING SAP SELECTION RULES

RSN - 00661143
SNO - 1450
CCN - BF311 M86
ME - Mundle, C. W. K.
TI - Perception: facts and theories.
IM - London, Oxford University Press, 1971
COL - 192p.
PY - 1971
LCH - Perception
IT - APPEARS DIFFERENT USES OF (P. 16-23); AYER A J (P. 103-108)
IT - BERKELEIAN INDEALISM (P. 63-67); BERKELEY (P. 63-67 171-175)
IT - COLOUR BLINDNESS (P. 123-127)
IT - *COLOUR VISION (P. 49-56 120-127 132-147 158- 163)
IT - COLOUR VISION PHYSIOLOGY OF (P. 52-56)
IT - INCORRIGIBLE STATEMENTS THE QUEST FOR (P. 104-108)
IT - LANGUAGE LEARNING THE ARGUMENT FROM (P. 123-127)
IT - *LINGUISTIC PHILOSOPHY (P. 77-87 148-157); LOCKE JOHN (P. 40-44)
IT - LOOKS DIFFERENT USES OF (P. 16-23); PHENOMENALISM (P. 67-72)
IT - PHENOMENOLOGICAL THE AUTHOR'S USE OF (P. 10-15)
IT - PHENOMENOLOGICAL USE OF PERCEPTUAL VERBS (P. 16-23)
IT - *PHENOMENOLOGICAL VARIABILITY THE ARGUMENT FROM (P. 27-34 77-87)
IT - REPRESENTATIVE THEORY OF PERCEPTION (P. 59-63)
IT - REPRESENTATIVE THEORY OF VISION (P. 172-180)
IT - *SECONDARY QUALITIES SCIENTISTS' ACCOUNT (P. 47-56)
IT - *SENSE DATUM ITS USE BY OTHERS (P. 100-115)
IT - THOULESS R H (P. 17-21)

APPENDIX F

SAMPLE OF BOOKS Data Base RECORDS ON SDC/ORBIT, PRODUCED FOLLOWING SAP SELECTION RULES

RSN - 00534811
SNO - 1783
CCN - HM132 A47
TI - Altruism and helping behavior; social psychological studies of some antecedents and consequences. Edited by J. Macaulay and L. Berkowitz.
IM - New York, Academic Press, 1970
COL - 290p.
PY - 1970
LCH - Helping behavior - Addresses, essays, lectures
CT - *MACAULAY JACQUELINE R AND BERKOWITZ LEONARD (P. 1-12)
CT - *SITUATIONAL DETERMINANTS OF HELPING (P. 13-76) : SOCIAL DETERMINANTS OF BYSTANDER INTERVENTION IN EMERGENCIES LATANE BIBB AND DARLEY JOHN M (P. 13-28) : INFLUENCE OF SOCIAL MODELS ON HELPING HORNSTEIN HARVEY A (P. 29-42) : CHARITY MACAULAY JACQUELINE R (P. 43-60) : CHILDRENS REACTIONS TO HELPERS BRYAN JAMES H (P. 61-76)
CT - *SOCIAL NORMS AND SOCIALIZATION OF ALTRUISM (P. 77-154) : LEGALITY AND HARMFULNESS OF BYSTANDERS FAILURE TO INTERVENE AS DETERMINANTS OF MORAL JUDGMENT KAUFMANN HARRY (P. 77-82) : NORMS AND NORMATIVE BEHAVIOR FIELD STUDIES OF SOCIAL INTERDEPENDENCE DARLEY JOHN M AND LATANE BIBB (P. 83-102) : SOCIALIZATION OF ALTRUISTIC AND SYMPATHETIC BEHAVIOR ARONFREED JUSTIN (P. 103-126) : MORAL DECISION MAKING AND BEHAVIOR SCHWARTZ SHALOM H (P. 127-142) : SELF SELFISHNESS AND ALTRUISM BERKOWITZ LEONARD (P. 143-154)
CT - *GUILT EQUITY JUSTICE AND RECIPROCATION (P. 155-240) : TRANSGRESSION COMPLIANCE AND GUILT FREEDMAN JONATHAN L (P. 155-162) : REACTIVE GUILT AND ANTICIPATORY GUILT IN ALTRUISTIC BEHAVIOR RAWLINGS EDNA I (P. 163-178) : THE EXPLOITED JUSTICE OR JUSTIFICATION WALSTER ELAINE BERSCHEID ELLEN AND WALSTER G WILLIAM (P. 179-204) : DESIRE FOR JUSTICE AND REACTIONS TO VICTIMS LERNER MELVIN J (P. 205-230) : ATTRIBUTION ANALYSIS OF DETERMINANTS OF RECIPROCATING A BENEFIT SCHOPLER JOHN (P. 231-240)
CT - *NATURALISTIC STUDIES OF ALTRUISM (P. 241-282) : RESCUERS MOTIVATIONAL HYPOTHESES ABOUT CHRISTIANS WHO SAVED JEWS FROM NAZIS LONDON PERRY (P. 241-250) : NATURAL SOCIALIZATION OF ALTRUISTIC AUTONOMY ROSENHAN DAVID (P. 251-268) : KIDNEY DONORS FELLNER CARL H AND MARSHALL JOHN R (P. 269-282)
IT - *AWARENESS OF CONSEQUENCES (P. 128-139)
IT - *CHILDREN ALTRUISM IN (P. 61- 71 103-123)
IT - COMPENSATION (P. 155-160 196-201) : *EMPATHY (P. 105-123)
IT - *EQUITY (P. 180-202) : MARTYRS (P. 209-214)
IT - *MODELING EFFECTS (P. 3-7 15-22 29-40 43-59 61-71)
IT - *MORAL JUDGMENT (P. 50-54 77-81 128-139) : OF OWN BEHAVIOR (P. 127-139 276-280)
IT - NORMS AS EXPLANATIONS OF ALTRUISM (P. 4-8 96-101)
IT - PERSONALITY FACTORS IN ALTRUISM (P. 133-138 244-250 263-267)
IT - PREACHING EFFECT OF (P. 50-54 77-81)
IT - RECIPIENTS PERCEPTION OF BENEFACTORS (P. 232-238)
IT - *RESPONSIBILITY : ASCRIPTION OF TO SELF (P. 129-139) : DENIAL OF (P. 21-26) : DIFFUSION OF (P. 21-25) : NORM OF (P. 128-139 219-225) : SELF ESTEEN (P. 276-280)